

TOWN OF MORRISTOWN

TOWN COUNCIL MEETING

JUNE 24, 2009

I. CALL TO ORDER

President Dave Benefiel called the meeting to order at 7PM. Pledge of allegiance. All members present.

II. OLD BUSINESS

- A. Steve Plunkett, CPA, gave a review on his revenue projections for the License Branch. See attached documents. Much discussion was held on how to increase the revenue. It was suggested to increase transaction fee to \$6. Even with that increase the revenue would still be short by \$11,000. It was discussed to possibly hire a marketing company to advertise the License Branch services. Town Attorney Jennifer Messer stated she will contact the State to make sure they will allow this. Council member Bill White moved to table discussion until next meeting and to look into prices of different marketing companies. President Benefiel 2nd. 3ayes. Onos.
- B. Town Attorney Messer stated that Umbaugh bill has been reviewed and just needs voted on to pay. Council member White moved to approve payment to Umbaugh. President Benefiel 2nd. 3ayes. Onos.
- C. Fire Truck Bid - One bid was given for the fire truck. Bid received from Sean Scott for \$5,000. Council member White moved to accept bid. Council member Harry Justus 2nd. 3ayes. Onos.
- D. Clerk Treasurer Tom Reber has found documentation in the minutes of October 22, 2003 concerning Kile/Longwell property easement. Resolution 5-2007 was found in minutes of October 2007 showing the property change. Town Attorney Messer advised to make sure that is has been documented with the Recorder's office.
- E. Tammy Crenshaw with Angel Food Ministries was present to request use of the Town Hall for food distribution on July 25th and for future back up. It would be too difficult to distribute from the Methodist church on this day due to the road closings for Derby Days. Town Council approved use of Town Hall for this. Town Secretary Elaine Goble Carlton will make sure building is open for them at 9:15AM.
- F. Don Runyon presented a letter to Town Council asking for water line to be installed according to previous agreement. Council member Justus will ask Richard Kesar when his schedule will allow him to do this.

III. NEW BUSINESS

- A. Street sweeper is not working. Council member Justus will work on getting prices for renting one for Derby Days.

IV. CLERK TREASURER

- A. FTM # 10 was presented to the Town Council on changes to the WasteWater Treatment Plant design.
- B. Clerk Treasurer Reber has spoken with Keystone and he will be able to manually enter credit card receipts to prevent spending \$1,000 fee to make software compatible with credit card machine. Money will be put into a holding account where it can be dispersed where necessary. Council member White moved to purchase credit card machine only. President Benefiel 2nd. 3ayes. Onos. Reber will compare rates between banks before deciding which one to use for new account.

V. POLICE

- A. Town Marshall Albrecht stated he believes an exotic animal ordinance needs passing, or exotic animals should be registered with the Town. Council did not think that residents would really follow through with registering.
- B. The new car is here. Deputy Marshall Trittippo's car has new problems. The power steering is now out, and the headlights still shut off at will. Council stated to not use this car and for the new car to be shared between Albrecht and Trittippo. Council member White stated to use the car in Town only to keep the miles down. The Council will continue to think about what to do about the car and decide at the next meeting. Mileage for training days will be turned in at the Federal Mileage Rate.

VI. WASTEWATER/WATER/STREETS

- A. Bowling alley lot was mowed today.
- B. Flag poles will be in within two weeks.
- C. The water line is now at the new plant.

VII. MISCELLANEOUS

- A. Council is still discussing whether or not to join SEDC for \$3,500 per year. Jack Brinson has volunteered to represent the Town at meetings should the Council decide to join. Council member White moved to table until next meeting.
- B. Golf Cart Ordinance needs passed by July 1st. Town Attorney Messer still looking over before Council can pass.
- C. Marshall Albrecht reported that District 5 Fire Fighter Training would like to teach propelling at BUNGE and how to lure people from the water tower. Clerk Treasurer Reber to check on the Town's liability with Duffy Warble Insurance.
- D. Kristin Kile reported that Equity One that is soliciting hail damage services is being very pushy with Town residents, especially the elderly. Mrs. Kile also reported when her husband spoke of this with their insurance company they were informed that Equity One is currently under fraud investigation.
- E. Council member moved to approve minutes from last meeting. Council member Justus 2nd. 3 ayes. Onos.

VIII. ADJOURNMENT

Council member White moved to adjourn meeting. President Benefiel 2nd.
3 ayes. Onos.

David L. Benefiel
President

Thomas W. Reber
Clerk Treasurer

Un-Audited Branch Receipts & Disbursements- 2007-2008 (Actual) and 2009 (Proforma)

Year	# Paid Transactions	% Change from Prior Year	\$ Receipts			% Change from Prior Year	Total Operating Expenses	% Change from Prior Year	Surplus (Deficit)
			Operational Fees	Transaction Fees	Total				
2007	Actual 12 Months	-	\$17,000	\$74,891	\$91,891	-	\$101,599	-	(\$9,908)
2008	Actual 12 Months	-16.4%	\$24,000	\$92,410	\$66,410	-5.8%	\$94,323	-7.2%	(\$7,913)
2009	Actual 5 Months	-33.5%	\$10,000	\$19,670	\$29,670		\$36,449		(\$6,779)
	Projected 7 Months	12.1%	\$14,000	\$36,795	\$50,795		\$66,251		(\$15,456)
	Total Pro-forma	-9.5%	\$24,000	\$56,465	\$80,465	-6.9%	\$102,700	8.9%	(\$22,235)

Notes:

- 1 Transaction Fees are received in the month following the actual transaction. Accordingly, the "% of Paid Transactions" and "Transaction Fees" represent amounts paid in current month for prior month activity.
- 2 Additional calendar year 2009 transactions needed to eliminate deficit: 4,447
- 3 2009 "Projected 7 Months" "Paid Transactions" are assumed to be same as 2008 actual for last six months.
- 4 "Total Pro-forma" "Total Operating Expenses" represents the Budget for calendar year 2009.
- 5 Based on information obtained from the State, the "Projected # of Paid Transactions" have been increased a total of 1,138 transactions for the months of November and December 2009. This increase reflects the "extension" of customer renewal dates effective in 2009.

Un-Audited Branch Operating Disbursements- 2007-2008 (Actual) and 2009 (Budget)

	<u>2007 Actual</u>	<u>2008 Actual</u>	% Change from Prior Year	<u>2009 Budget</u>	% Change from Prior Year
Manager	\$26,828	\$28,316	5.5%	\$29,000	2.4%
Assistant Manager	17,646	21,226	20.3%	23,000	8.4%
Part-time Clerk	8,439	8,160	-3.3%	8,000	10.3%
Employer FICA	3,280	3,577	9.1%	4,000	11.8%
Employer Medicare	767	837	9.1%	850	13.5%
Employer Retirement	0	528	-	1,600	203.0%
Employer Medical Insurance	21,888	23,536	7.5%	25,000	6.2%
Total Labor Costs	<u>78,848</u>	<u>85,179</u>	<u>8.3%</u>	<u>92,650</u>	<u>7.4%</u>
Office Supplies	2,825	822	-70.9%	1,200	46.0%
Fuel Mileage	127	15	-88.2%	50	233.3%
Postage	1,345	917	-31.8%	1,200	30.9%
Maintenance	185	685	276.7%	1,000	43.9%
Telephone	1,870	1,874	0.2%	2,000	6.7%
Liability Insurance	2,618	2,401	-8.3%	2,700	12.5%
Gas Utility	200	195	-2.5%	300	53.8%
Electricity	923	971	5.2%	1,200	23.6%
Misc.	5	254	-	500	96.9%
Mortgage Payments	8,653	0	-100.0%	0	-
Parking Lot	4,000	0	-100.0%	0	-
	<u>22,751</u>	<u>8,144</u>	<u>-64.2%</u>	<u>10,150</u>	<u>24.6%</u>
Total Expenses	<u>\$101,599</u>	<u>\$94,323</u>	<u>-7.2%</u>	<u>\$102,700</u>	<u>8.9%</u>

License Branch Economics:

2009 Projected Budget	\$102,700	
Less State Operating fees at \$2,000 per month	(\$24,000)	
Required Transaction Fees to Break-even	<u>\$78,700</u>	(A)
2009 Required # of Transactions at \$5 per Transaction	<u>15,740</u>	(A Divided by \$5)
Proforma 2009 Paid Transactions	<u>11,293</u>	(See Above Schedule)
Additional Paid Transaction Needed	4,447	(B)
Projected Deficit	<u>\$22,235</u>	(B x \$5)
Actual 2008 Paid Transactions	<u>12,492</u>	
Actual 2007 Paid Transactions	<u>14,938</u>	